

## Publishing an iWeb Site

In iWeb, all of the publishing settings are in the 'Site' window, which designates your site name. Use the settings in the illustration as your guide.

Begin by choosing 'FTP Server' from the "Publish to:" drop-down menu.

Name your site and type in your email address.

FTP Server Settings:

Server address is the building server

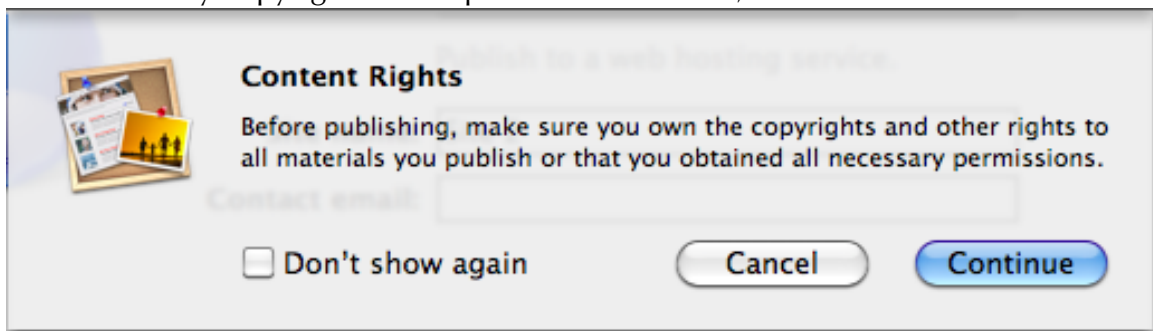
User name and password are the same as logging on to your building server

Directory/Path is /Sites (make sure the word Sites is capitalized)

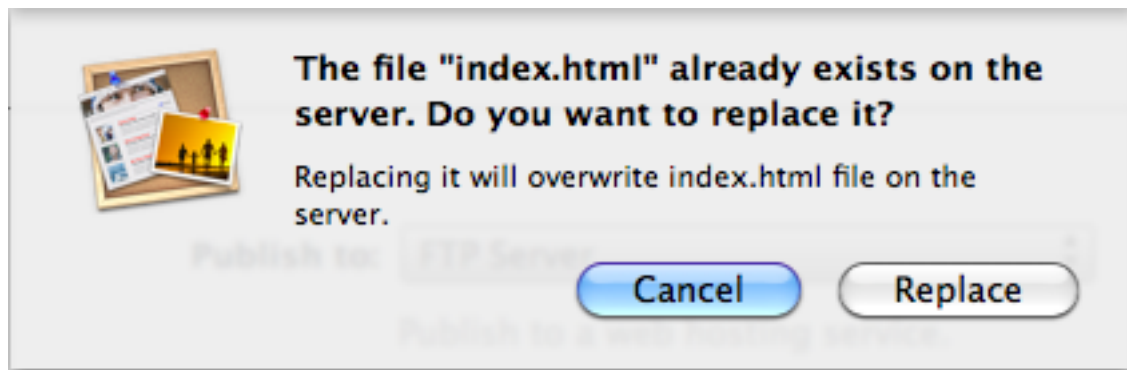
Website URL

http://www.sd25.org/~[your user name to log on to the building server]

At the bottom left of the iWeb window, there is a green arrow called "Publish Site". Click on this button to publish. You'll be prompted to verify that your content does not violate any copyright laws... provided this is true, click 'Continue'.



Another prompt appears indicating that "index.html" already exists, and asking if you want to replace it.... Click Replace.



The first time you publish your site, email the web address to the building administrator(s) for approval. When approval is granted, forward the web address to your BTA so that your site can be linked to the school site.

For subsequent updates to your site, all you will need to do is go to the green arrow, 'Publish Site' at the bottom of the iWeb screen, and type in your password.

Note: For security reasons, the district servers cannot be accessed outside of the district. If you are trying to publish from home, you'll get this error message. Save your changes and publish the site next time you are at school.

